CURRICULAM VITAE

Nationality: Indian
Date of Birth: 18 Aug1982
Birth of Place: Maharashtra, India
Religion: Muslim
Age: 42 Years
Sex: Male
Religion: Muslim
Languages: Arabic, English, Hindi, Marathi, Urdu.
Hobbies: Traveling, Swimming

Passport Number: C1184892
Date of Issue 14-08-2024
Date of Expiry: 13-08-2034
PUNE, MH- INDIA

WORK EXPERIENCE
From 01/04/2018 till date.
AP Bodhegaon, Tq:
Shevgaon Dist Ahilyanagar, Maharashtra, India

As IT Sales Manager

Full name: Nawab Shaikh Wahab
Permanent Address: Ground floor Room No 635, BPT Rly Line, Gate No 4th Wadala (E) Mumbai, India
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OBJECTIVE:
An accomplished Network/System Operations person specializing in Deployment, Management and Maintenance of Windows based Systems.
IT distributors, and retail locations typically employ IT Sales Managers. Responsibility is to work with a team to expand market share and increase sales Some essential duties and responsibilities of an IT Sales Manager include etc.

EMPLOYEE: STAR Electronics & Raj Computers: As IT Store Manager
Main activities and areas of responsibility:
Lead daily warehouse operations including receipt, storage, and dispatch of materials
Ensure accurate inventory management through physical verification and system updates
Maintain FIFO principles for raw materials and finished goods, srn- grn data entry properly
Plan and manage manpower shifts and ensure smooth logistics coordination
Implement safety protocols and ensure compliance with audit and regulatory requirements
Coordinate with production, procurement, and QA/QC teams
Maintain reports on stock movement, consumption, and ageing inventory
Optimize warehouse layout for efficient material handling and storage.
Quarterlym, yearly inventory stock and physical stock checking after approval
Maintain Item-wise stock management, maintaining a positive a safe work environment.
Communicating with internal and external stakeholders, including suppliers, customers, and other departments, to ensure smooth operations. Strong leadership skills to motivate and supervise warehouse staff. Ability to identify & resolve problems related to warehouse operations and maintaining safety protocols.
Loading and unloading process of transferring goods between a vehicle safety processe etc.

PREVIOUS EMPLOYEE: Taleb Group -Turkish Hospital- Doha Qatar: From 26/09/2016 to 09/10/2017.
Designation: Networking Engineer (Hospital Management appointed operationally as IT Manager)

Main activities and areas of responsibility:
Sisoft Healthcare Information Systems (HIMS) technical user end supports & coordinate with ERP vender. Employee attendance account daily base download data & prepared monthly attendance reports. Radiology system technical support & Bio Matrix machine door access.
Installation & troubleshooting of Operating System Window 7, Window 10 and OS related issues. Email Server user creation, email configuration, troubleshooting of Email clients like MS Outlook etc.
Windows 2012 & Symantec server 14, monitoring, Installation and updating of antivirus, weekly update. Responsible for Desktop, Laptop, Printers hardware, software installation, warranty & repairs, Implement & maintain all records Desktops, Laptops network, printer, Operating systems etc.Maintain Hospital Lan, Wan, Switches, cabling, Access point related fault & Issues. Maintain access card server & staff level access door, staff access card related issues.Nurse calling system related issues & technical supports. Coordinate with service Internet service providers. IP telephone configuration, IPT related issues & Telephone activation, GSM activation. Ooredoo IPTV channel related issues & complain service support communication with Ooredoo.
Samsung TV Hardware & software, service maintenance warranty supports.
Maintain CCTV department, camera issues flow-up with CCTV technical team.
Maintain access door Controller hardware & software related issues.
POS machine related issues, contact to the customer care technical supports.
Barcode printer related issues, maintain barcode printer label stock and distribution.
Network printer technical supports & printer issues repair and servicing etc.
Q Management system in hospital user creation user wrights, Hardware & software related issues. Announcement Management system connectivity and supports, Wi-Fi connectivity issues. Q net media server and connectivity with T.V issue like splitter, HDMI, network and cables issue. Clinic display related issues like power & screen HDMI connectivity related issues. MS Outlook related issues, Firefox browser & Java related issues
Perform Windows Domain & L1 & L2 level help desk network problem determination & resolution. Insurance web portal related issues user account activation, user login issues other supports. Communication with our insurance companies.
Ultrasound & ECG machine technical issue to call our supplier,Zebras WiNG Smart RF

Wireless Networking,connectivity related issues, computer stationary whenever needed.

PREVIOUS EMPLOYERS HISTORY: Saudi Binladin Group: Mecca, Saudi Arabia. From: 19/10/15 to 14/08/16. Designation: IT Assistant officer:

Main activities and areas of responsibility:
MS Win 2008, domain controller domain Configuration, Administration, TCP, Active Directory, DHCP, DNS, FTP, VPN, Group Policy Management, Domain level user wrights user folder access wrights set the user level securities, Antivirus server, Proxy servers, Networking, XEROX Work Centre 7855 & HP Plotter, firewall, Oracle ERP user related issues and ERP support, Inventory management, Desktops, Tablets & Laptops, hardware & software related issues & Support kept up to date Antivirus, Network printers, Wi-Fi, ADSL routers, HP & Cisco switches, User Desktop & server support, MS outlook user account , POP IMAP, SMTP, Windows7, Windows 8, Windows 10, IP phone, Networking, patch panel, cable crimping , Cat5, CCTV camera Installation & troubleshooting , DVR system, Cyberoam firewall, Auto CAD Support, hardware & software support & troubleshooting, Biometric system, IT purchase order, leased line, security management, company contract & user license details, Network printer maintenance, ticket management other activates work with IT teams & reporting to IT Manager etc.

PREVIOUS EMPLOYERS HISTORY: Mazoon Group of Companies (Mazoon Pharmacy LLC) Muscat, Sultanate of Oman - From (15/12/2008 to 20/12 2014) Designation: - Networking administrator cum IT Support Engineer:

Main activities and areas of responsibility:
Maintain HP- Proliant ML 350 Server, HP-Procurve 2650 Switch, reconfiguration switches & troubleshooting FoxPro Data base maintain financial accounts software & Inventory control management system, date entry. Maintain Focus (ERP) account, with inventory installation configuration user wrights set the user level modification and reports creation whenever need & troubleshooting, MS CRM POS Retailing software support user level MS CRM wrights sales return entry, Stock adjustment , stock reports etc.
Installation and configuration SQL server, ERP Administration skills etc. Maintain Solver (ERP) hospital management system software installation configuration data, user wrights set the user level securities, modification data entries, enabling reports whenever need and troubleshooting, software related problems, Maintain Daily server backup's, Disaster Recovery data management etc. Warehouse data management system – correction for Invoices DO, P.O whenever needed, Reconciliation of store inventory & Branches inventory with accounts, Maintaining Inventory control drugs weekly & monthly sales records for store as required MOH reports. Preparing monthly ministry sales report.
Inventory physicals stock & computer stocks, Data Entry manual invoices, inven backup etc.
Windows 2003 Server Installation & troubleshooting domain Configuration / Administration, TCP, Active Directory, DHCP, DNS, FTP,VPN, Sonic Firewall, Cyberoam Security troubleshooting, Domain level user securities, User Wright user permissions, group Policy, Network folder sharing & troubleshooting, Biometric devices, Maintain Antivirus pdates etc. Internet Proxy Server , ADSL Router configuration, troubleshooting Installation of Software, Hardware, troubleshooting Windows XP, Windows7, Windows 8, Win2003 etc.
Vender management skill maintenance & repairs AMC renewals & Follow-up contracts.Patch panel networking troubleshooting, Ethernet Structured Cabling, Symantec PC anywhere connectivity's related troubleshooting, Symantec endpoint user related antivirus scanning Help Desk Application level support , Desktop, laptops, UPS, Hardware and software troubleshooting Network Printers, D-Link Print server, Network scanners, Wireless network Outlook email account POP, SMPT, IMAP troubleshooting, Google Apps user, & MS Outlook email related issues, Outlook user backups. Installation & configuration wireless routers, switches, Firewall, IP phone connectivity's troubleshooting.
CCTV & DVR System installation maintained & troubleshooting, monthly backup daily checking all cameras working activities, connectivity's related troubleshooting.
EPABX for new connection and extension shifting, Repair KM 2500, HP, Cannon, OKI, Epson, Samsung all in 1 software license, user wise license update records.

Rishabh Metals & Chemicals Pvt. Ltd. Mumbai, India (Nov 2007 to Nov 2008) Designation: - IT Administrator,

Job responsibilities: -
Maintain IBM E Server 226 Series 4th Server, Preventive Maintenances, Repairs Maintenance, Network Management- Administration & troubleshooting,Switches,Wireless Router, Network Troubleshooting,
Configure the Switch & Router, Ethernet Structured Cabling, Wireless Setup - Wireless AccessCisco 2500 series router, VPN network connection, troubleshooting Tally users.
Maintain Google apps Email troubleshooting, Email server user creation, (POP, IMAP)
Print server, Network Printer Installation and configuration troubleshooting, user rights printer permissions. License record, IT asset company record, RFQ as per required company user software license. Desktop laptops, printers & Application level supports, whenever need Data Entry in ERP. Maintain CCTV Camera, DVR System, PABX etc.

Dynacons Systems & Solutions Ltd. Mumbai, India (Jan 2006 to Oct 2007)

Designation: - System Admin
Job responsibilities: - In-house Helpdesk support.
Hardware Software installation, Home user supports calls, Helpdesk support.

Client Name: 1) Ajmera Group of Companies 2) Parle Bisleri Pvt Ltd. Andheri (E)	Servicing, Repairing Desktop, Laptop, Printers, BSNL Broadband router configuration Home user internet relation issues, Modem configuration, Configure Outlook mails related troubleshooting. Windows 2000 &Windows XP OS Related issues, Matrix & Trio ERP Configuration, Server assembling & Installation configuration, Local Printer repair servicing Network Printer Installation, Toner refilling etc.
	IT CERTIFICATION & PROFESSIONAL QUALIFICATIONS 2006 MCSA CERTIFIED & CCNA CISCO CERTIFIED. MCSA – MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR - ID-SR3826343 (From Karrox Institute, Pune, Maharashtra, India).
EDUCATION: - **Bachelor of Arts -** **Economics.**	**University of Dr. B. A. M. U. Aurangabad, Maharashtra, India, April 2005**
Computer Diploma	Diploma in Computer Hardware & Networking: IGM Computer Institute Aurangabad. Computer Diploma (MCE) HIIT Computer Institute: Aurangabad, MH, INDIA Diploma in Typing: Typing forty in speed W.P.M. English Completed, MH, INDIA Diploma in Tally ERP: Mumbai, Maharashtra India
IT Skills	**OPERATING SYSTEM SKILLED:** Linux, Win98, Win2000, Win XP, Win Vista, Windows7, 8,10 **SERVER O/S & OTHER:** Linux, Win2000,2003, 8 Server, ADS, MS Exchange, Win2008. **BUSINESS SOFTWARE:** MS Office 2007, 2010, 2016, MS SQL, MS Access, Microsoft Dynamics CRM, Oracle ERP. **EMAIL BASED SKILLED KNOWLEDGE:** MS Exchange Server 2003, maintain M-domain Server, Google Apps, Outlook 2003, 2007, 2010, 2013 etc. Security software' s: Symantec endpoint protections, Norton antivirus, E-Scan, MacAfee, Kaspersky, Avira, Avast, malwarebytes Win defender, Remove tools and patch updated etc. **Accounting & Financial Software**: Tally ERP, FoxPro 2.06, Clipper, Solver ERP, Focus ERP, Glass ERP.Firewalls software & Cisco IP Phone: Cyberoam firewall, Cisco IP phone. Remote Software: RDC, Symantec Pc Anywhere, Winvnc, Team viewer, Ammyy admin, VMWare etc
Mother tongue	[Marathi, Urdu]
Other Languages	
• Reading skills • Writing skills • Speaking skill	[Arabic - Good] [English: excellent] [Hindi: excellent] [Marathi: excellent]
Social Skills And Competences Live and work together with others people, in multicultural contexts, in positions where communication is important, and i situations where teamwork is decisive.	Helping Nature. **PERSONAL PROFILE:** With an experience of 17+ years in the information technology sector backing me up, I am solidly built with confidence, motivation & determination to distinguish myself from others. I thoroughly enjoy work, which extends the boundaries of my knowledge and ability, and at the same time, I also appreciate the importance of routine work. I take a hand-on and pro-active approach to all of my responsibilities, and I can fully utilize and further develop my IT skills & experience. I hope I can improve my living standards. Always ensure that every job is done to the best of my abilities. With an experience of 6+ years in IT Sales & stores Assistant, I am solidy buil with confidence. Take ownership of store sales goals and provide expertise to help meet sales goals, Answer phone calls and respond to store-related emails and other communications.
Organizational Skills administration in relation to people work	Team work, open mind down th earth.
Technical Skills Computers, Special Equipment, Machines Etc.	IT Hardware & Networking, Software, Windows, bussines software , Printers etc
Further Information	Mr. Imtiyaj + 968 96520390 & Mr. Irfan +966 561016079 Friends references etc.